

AGENDA BILL

Beaverton City Council
Beaverton, Oregon

SUBJECT: Retainer Agreements for Wellness
Programs and Related Services for FY
2011-12 and FY 2012-13

FOR AGENDA OF: 07-12-11 **BILL NO:** 11123

Mayor's Approval: FHE (MPT)

DEPARTMENT OF ORIGIN: HR sub

DATE SUBMITTED: 06-28-11

CLEARANCES: City Attorney
Purchasing
Finance

CAO

US
FHE
MPT
RHE

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: 1. List of Focus Areas
2. List of Recommended
Proposers Grouped in Focus
Areas

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$0*	BUDGETED \$30,000**	REQUIRED \$0

*No expenditure is required as part of this agenda bill. As work is needed, staff will prepare scopes of work and execute project contracts with consultants on retainer agreement.

**Account Number: 706-40-0016-394 Wellness Program Expense

RECOMMENDED ACTION:

Council, acting as Contract Review Board: (1) Award retainer agreements for the initial two-year term, in a form approved by the City Attorney, to the consultants listed on Exhibit 2; and (2) Authorize City staff to extend the retainer agreements for an additional two-year term conditioned on the availability of funds and Council's approval of future budgets through FY 2014-15.

HISTORICAL PERSPECTIVE:

The Human Resources Department in conjunction with the Wellness Committee have historically sought out quotes and contracted with qualified providers on an as-needed basis to provide wellness programs and related services to City staff. Each contract awarded was for specific programs and/or services. Hiring providers in this manner requires negotiation of new personal services contracts for each program or service, which can be time-consuming.

To provide the City with enhanced capability and flexibility to offer programs, services, and educational resources that will support healthy lifestyle choices among employees and their families, the City solicited proposals from providers seeking to be placed on retainer to the City. The City will call on the retained providers as needed for wellness programs and services.

INFORMATION FOR CONSIDERATION:

A request for proposals was advertised in the *Daily Journal of Commerce* on May 19, 2011, and posted on the City's public website. Proposals were received by 2:00 p.m. on June 14, 2011. In addition to advertising, Human Resources notified 11 wellness providers the City had previously worked with, or

was familiar with, of the issuance of the RFP. Out of thirty-four firms that registered to view and/or download the RFP, the City received proposals from six firms.

The RFP specified that it is the City's intent to execute retainer agreements with selected providers in each of four focus areas. It was further specified that the retainer agreements will be in effect for a two-year period, with the option to renew up to one additional two-year period, for a total term not to exceed four years. The four focus areas within the RFP were: (1) On-site fitness classes, (2) Health risk assessments, (3) Health screenings, and (4) Health education. The RFP invited proposers to respond to one or more areas described in the Scope of Work. A total of 16 proposals were received in the four focus areas from six firms as listed in Exhibit 1.

The proposals were reviewed and rated by a selection committee comprised of three City employees who serve on the Wellness Committee. All proposals were evaluated on the following factors: signature page, transmittal letter, knowledge and experience, program and/or services to be provided, relevant experience and references, and contract price. The RFP states that proposers receiving scoring of 70% or greater in each focus area of services shall be recommended to the City's Contract Review Board for approval for Retainer Agreements with the City. Exhibit 2 contains the recommended list in each of the four focus areas.

Staff recommends that Council award retainer agreements to all of the consultants listed on Exhibit 2. After Council approves the consultant list, staff will work to execute Retainer Agreements immediately. Subsequently, as services in the focus areas are required, staff will prepare scopes of work and execute Project Contracts. For any service where the total consultant fee totals over \$50,000 staff will return to Council with a recommendation to award a professional services contract. Consultants selected and placed on retainer agreement will not be guaranteed a minimum amount of work.

EXHIBIT 1

List of Focus Areas for Wellness Programs and Related Services

No.	Focus Area	No. of Proposals Received
1	On-site fitness classes	3
2	Health risk assessments	5
3	Health screenings	4
4	Health education	4
<i>Total</i>		16

EXHIBIT 2

Proposed Wellness Programs and Related Services Retainer List

Focus Area 1: On-site fitness classes	
Proposer	Average Score
Better Life Studios	96.00
BEFITBODY	79.00
Wellsource	79.00

Focus Area 2: Health risk assessments	
Proposer	Average Score
Wellsource	87.00
TotalWellness	86.00
Providence Health & Services	81.33
Wellness Workdays	78.67

Focus Area 3: Health screenings	
Proposer	Average Score
Wellsource	92.00
Providence Health & Services	84.67
TotalWellness	83.33

Focus Area 4: Health education	
Proposer	Average Score
Providence Health & Services	85.67
Wellsource	84.00
Wellness Workdays	78.67